

The Society of Ohio Archivists



The Ohio Archivist

Vol. 2 No. 1

Vol. 19 No. 1 • Spring 1988

Spring 1988

Spring meeting is scheduled for April 14-15 in Columbus; "Nineties and Beyond" is theme



Great Southern Hotel, Columbus, Ohio

PHOTO courtesy of Ohio Historical Society

The Society of Ohio Archivists will again hold its spring meeting in Columbus' beautiful Great Southern Hotel. Conveniently located at the corner of South High and East Main streets, the Great Southern is an elegant example of the city's recent historic renovation efforts. The dates for this year's meeting are Thursday and Friday, April 14-15. Registration is scheduled from 10-11 a.m. on Thursday, April 14.

The theme for the meeting is "The Nineties and Beyond." Sessions will focus on continuing education and professional development for the archivist, and on the technology needed to do the job in the years to come. It promises to be a provoking and challenging meeting.

Our special speaker this year is Donn C. Neal, Executive Director of the Society of American Archivists. Mr. Neal will start off Thursday's session by addressing the concerns of

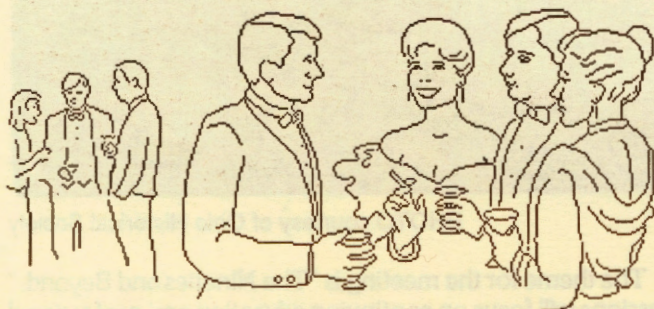
future archival education. With MLS programs on the decline, will that particular degree continue to be listed as a job requirement for archival positions? Or will certificate programs in archival studies answer the need? Will continuing education be in the form of structured workshops or correspondence courses, and what is SAA's role?

Following a buffet lunch in the hotel, the afternoon sessions will begin at 1:30. Mr. Neal will again speak, this time on the issue of professional certification. Given the fast approach of SAA's certification plan, we hope that this session will be a lively give-and-take on certification between the attendees and Mr. Neal, and will echo the discussion at the Cleveland meeting a few years ago. The Kansas City Area Archivists, for example, favor institutional over individual certification. Mr. Neal will present the SAA plan and explain how the process will take place.

The other Thursday afternoon session is aimed at future development of archival collections with a demonstration of optical disc storage and retrieval technology for a microcomputer. Rod Vestling and Robert Greese of Eastman Kodak will demonstrate this PC-based system and discuss its applications to our everyday work. Following the sessions, SOA will hold its annual business meeting and the election of new officers. Resumes of the candidates are included in this issue and we encourage members to read them carefully and cast their ballots. Nominations from the floor are also invited.

On Friday, April 15, we begin the day with a tour of Nationwide Insurance's professional printing operation at 9 a.m. This tour provides an excellent counterpoint to the follow-up morning session back at the Great Southern Hotel on desktop publishing. Nationwide's Lois Eggleston will lead the tour and explain the company's system of generating its own publications. Then, at 11:00, Joan Gilliland of Xerox Corporation will demonstrate the Ventura 1.1 desktop publishing system and archivists can see for themselves the efficiency of this technology in printing guides to archival collections, newsletters, and special publications. The spring meeting will conclude at 12:30.

For a cogent look at where we will be in the Nineties and Beyond, join us in Columbus!



PRESIDENT'S COLUMN

This year marks SOA's twentieth anniversary. Our society has a proud and notable history. We were the nation's first formally organized state archival organization. Our members have distinguished themselves nationally and internationally in every area of archival work. We have helped make Ohio an innovative and foresighted leader in this country's archival community. We even have an undefeated softball team. But what of our future? As we move nearer to a new decade, what is our agenda? Here are a few suggestions:

(1) *Ohio Archivist*. Last year, council consolidated all of the editing and publishing functions for the *Ohio Archivist* in the city of Cleveland under the direction of Managing Editor John Grabowski. This year, the managing editor and council are working to refine the newsletter's format and content. Our goal is for the *Ohio Archivist* to be a lively forum for professional discussion, a gathering place for ideas, and a reliable source of archives-related news and information.

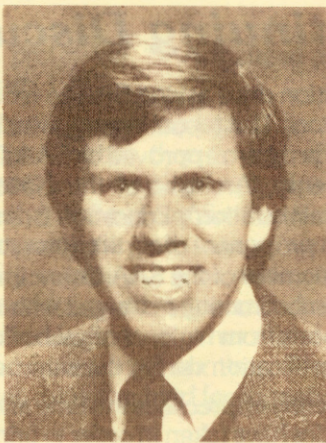
For example, we plan on reducing the number of institutional and technical articles we published so frequently in the past and to include more commentaries and opinion pieces. We propose to publish more articles and essays that discuss and debate the pros and cons of current topics of interest to archivists and to regularly invite submissions from out-of-state authors, including many leaders and experts in the archival and related professions. Finally, we propose to provide more opportunity for SOA's members to publicly comment and react on the issues of the day and on the state of affairs in the archival community.

The *Ohio Archivist* is a quality publication, well run and well edited. By expanding its scope and using it to maximum effectiveness, we can have a newsletter that will be the pride of SOA and the envy of all other regional archival organizations.

(2) *Public Service*. In recent times SOA has been forced by the presence of many serious problems to look inward, to concentrate all efforts on solving those problems. Unfortunately, the problems persist although steps are being taken to deal with each of them. Yet, besieged as we are, it is important for us to reach out, to grow, and to perform our duties as a service organization.

But, reach out to where? Perhaps to a copy of the 1982 OHRPAB report. In it are recom-

Goals for the future: Touching all bases



Kevin Proffitt

recommendations pertaining to SOA that are within our capabilities, would increase our involvement with other state historical agencies and their work, and would, upon completion, be as useful to us as to the community for which they are intended. The OHRPAB recommendations pertaining to SOA are: (1) the development of a means of statewide reporting and publishing of new acquisitions and openings; (2) the creation of a continuing education program for archivists and manuscript curators; (3) the creation of an updateable disaster planning manual; and (4) the implementation of a public awareness program as to the uses and benefits of archives.

Some of these, of course, must be done in conjunction with other agencies. Others we can do alone. Regardless, if SOA could, within the next year or two, implement just one of these recommendations it would be the best thing that could happen. These recommendations are a golden opportunity for SOA. They can give us so much: closer relationships with other historical agencies, a stronger public identity, renewed enthusiasm, and the satisfaction of knowing that we are capable of fulfilling our responsibilities as a service organization.

(3) Membership Recruitment. This is a simple, yet vital, task. Without an active and growing membership we have no future. SOA's newly formed Membership Committee, chaired by Secretary-Treasurer Robert Bober, is charged with seeking out new members, with encouraging current members to remain active and with reenlisting the support of inactive members. However, this committee needs our help. Ultimately, all of our efforts must come to this. With a strong and active membership SOA can do much. Without it we can do nothing.

(4) Meeting Program Expansion and Development.

The only way to increase attendance at our annual meetings is to offer informative and interesting programs. This requires thorough planning and preparation. Therefore, council has begun a practice of making preparations well in advance of each meeting. Meeting sites are now made two years in advance while local arrangements and program chairs are assigned one year in advance of each meeting. This will allow sufficient preparation time and avoid many of the problems caused by lack of time and hurried preparation.

As a result, council has named the following meeting sites through 1990: all spring meetings will be held in Columbus; fall, 1988—Cincinnati (in conjunction with the Midwest Archives Conference, November 3-5); fall, 1989—Canton; and fall, 1990—Dayton.

The meetings can also benefit from innovation and experimentation with the program. Too often we have become stuck in the rut of having only sessions that consist of three speakers taking turns delivering twenty minute talks. We need to vary the format of the sessions, to try new approaches such as bringing in guest speakers, offering workshop-style sessions where hands-on instruction is provided, exploring current technologies, and offering instruction on nonarchival, yet job-related, topics such as management, budgeting and the like.

The annual meetings are our most important and visible platform. They require all the thought and originality we can muster. Their planning and preparation must be a priority for this and for future councils.

These then, are four very general and not so original ideas. The important point, however, is that as a society we must plan and prepare for the future. We need before us a clear set of goals along with a well-considered plan for reaching those goals. In planning for the future we can also shape it. Twenty years from now we can have not only an undefeated softball team, we can have an organization whose energy and influence reaches throughout, and beyond, Ohio.

Finally, I would like to offer sincere thanks to Regina Kostyu and Kevin Grace, both of whom are leaving council this year. SOA and all of us in it are the better for the concern, intelligence and resolve they brought to their duties. Many thanks.

Kevin Proffitt

President, SOA

Certification of Archivists: A Continuing Discussion

Certification of individual archivists has been an issue of major concern to the profession during the last decade. SAA Council's decision in February, 1987 to implement a certification program supposedly put the issue to rest. This, however, has not proven to be the case as those opposed to certification have continued to question its feasibility and value to the profession. Given the continuing strong feelings about the issue, particularly among members of regionals such as the Society of Ohio Archivists, the editors of the *Ohio Archivist* decided to solicit and publish essays addressing both sides of the issue. The essay questioning the utility of certification at the present time was prepared by Paul J. Eisloeffel and Alan F. Perry, Co-Chairs of the Kansas City Area Archivists, a regional organization that has recently

begun a petition drive asking SAA to reconsider its decision on certification. The second essay, which urges implementation of the program approved by SAA Council was written by Linda Henry, Archivist at the National Archives and Records Administration's Education Branch in Washington. Ms. Henry, a proponent of certification since the late 1970s, served as a member of the SAA Council and as a member of the Council subcommittee charged with receiving and summarizing reports from regional organizations relating to their stance on certification during the summer of 1986.

SOA sincerely appreciates the time and effort the authors of these articles have taken in order to bring both sides of this issue to the attention of readers of the *Ohio Archivist*.

YES

The Case for Proceeding with a Certification Program

The purpose of a certification program was best explained in the August 1986 SAA *Newsletter*, which carried the plan later mailed to all SAA members for a preferential poll. A summary of that statement of purpose would include the following points. Certification seeks to set standards for individual archivists, offering them a credential whereby they may demonstrate mastery of a defined body of knowledge and skills. It is thus a service to the individual. But it is also a service to society, which depends on the archival profession to take its responsibility to the public seriously enough to set standards for and procedures to measure professional competence. Certification is one way to promote professional vitality, encouraging archivists to keep informed about professional developments and to continue to demonstrate professional accountability.

From July 1985 to February 1987, the Society of American Archivists asked the profession to debate and fully digress the issue of certification of archivists. SAA specifically requested that regional archival organizations consider the issue in meetings during that time period; cooperation was outstanding. Regionals reported results of those meetings to SAA, and in a commendable effort, the Society of Ohio Archivists even conducted a survey of members and reported those results to SAA. The SAA furthermore polled all individual members in the fall of 1986. Altogether, hundreds of individuals expressed their preferences and concerns. The discussion period took one and one-half years. After this full

NO

Kansas City Area Archivists' Position Statement on SAA's Certification Plan

Back in 1984, the Council of the Society of American Archivists got the ball rolling once more on an issue long on the minds of the archives community: professional certification of individual archivists. Seen as a way "to create standards for archivists and provide for individuals to maintain and improve their competence," a plan and procedure for certification was vigorously pursued, investigated, revised and scrutinized. In February 1987, the SAA Council voted its approval of the plan and work began on the means of implementation. The Kansas City Area Archivists feel the plan will adversely affect the profession, and oppose it as a way to establish professional standards or assure competence. The following article, which outlines our concerns, was drafted by the KCAA's current co-chairs, and we are confident that it accurately reflects the consenses of our members.

The KCAA is all for the pursuit and establishment of professional standards. Our constitution prominently states this as one of our main purposes. Moreover, in the decade of our existence we have offered several programs aimed at raising the level of professionalism among our member institutions. This has been a function of the education, cooperation and interaction that are certainly at the heart of any regional archival organization—effectively, the "grass roots" of our profession.

YES

debate within the profession, SAA initiated a certification program in February 1987.

While it is, I suppose, never too late to discuss any issue, a debate at this time—more than a year after the SAA decision to proceed with development of a certification program—on *whether* to have certification is unproductive. It depletes the scarce time and energy we all have for professional activity outside our jobs, when that time and energy could be used for positive goals. Such a debate also threatens to renew bad feelings on either side of the issue. We can't afford unproductive use of our time. We also need to work on how we can minimize hard feelings about this issue, not inflame them.

Our proper course of action now is to ensure that the certification program we get is the one we want. One problem with this whole issue is that we don't know—for sure—what the program will be until it is developed. But help is on the way. The January 1988 SAA *Newsletter* carried a lengthy report from the Interim Board for certification, and anyone interested in how certification is going to work should read the report carefully. It gives us more concrete and detailed information about a certification program, and I expect that future reports will be similarly helpful. I found the report remarkably informed and well thought out. It outlines plans, budgets, and preliminary procedures for both certification by petition and certification by examination. But those who do not share my assessment of the report have a responsibility to communicate to the Board not only their complaints but also helpful and constructive suggestions. We shouldn't look back on the certification program a year after it is implemented and complain that it isn't any good if we didn't try to influence the process of its development. It is not too late to do this. The Interim Board needs and wants help, not only opinions and suggestions but volunteers who will do work. For a certification program to be successful, as every report on certification points out, many archivists must volunteer their time.

Certification of archival institutions, more commonly called accreditation of archival programs, and accreditation of university courses in archival administration are two other forms of standard-setting deserving our full support. Neither of these is the same thing as certification of individuals, and neither replaces the need for certification. On the other hand, certification is not a substitute for accrediting institutions and courses. We need all three types of standards: for individuals, institutions and courses. We are further along with individuals, through certification, than we are with the others. Certification can be done during my lifetime as an archivist. Accreditation of institutions and courses is more problematic, although I still support these efforts.

The SAA has been struggling with ways to accredit institutions and courses for a decade or more, through the Task Force on Institutional Evaluation and the Committee on Education and Professional Development. Both efforts have encountered great difficulties. For example, both are ex-

NO

And we also believe we are realistic about the practical nature of our profession. In our membership alone, we can see the diversity of experience and background, the variety of specialization, the inequality of available resources and the differences in realistic possibilities that make up the archival community. While we realize the existence of precepts on which we base our trade, we are aware of the lack of formal, detailed training and procedures that other professions enjoy. But in these realities lie the creativity of our charge, the need to react to our collections as the unique living entities they are, and the ability to regard all archival institutions with the same respect, from the small volunteer-run historical society to the large state or federal operation. The current plans for individual certification deny and undermine these realities.

What's wrong with individual certification? Succinctly, it is incompatible with the profession as it now exists. For one thing, individual experience is much too diverse to evaluate in a standardized way. Hardly any two archival positions are alike, and, while general principles may be followed, to be an archivist in one setting may mean something substantially different from being an archivist in another. This is true for the generalist as well as the specialist. Many factors beyond the individual's control will affect his or her experience: institutional purpose, collections, collecting scope, budget, staffing and facilities, to name but a few. And, as all of our jobs are demanding enough, individuals in the field are most likely to gain in knowledge and competence specific to his or her situation, rather than study up on the entire growing corpus of writings on archival practice. In light of this intrinsically individualistic quality of archival experience, it is difficult to imagine how a certification plan could determine an absolute as "competence".

Moreover, we object to a codified judgement of what is essentially and most importantly a skill. Skills are difficult to pin down. We can see that an archivist has achieved a Master's degree in history, has held a job for five years, is a member of several professional organizations, and has even attended workshops. Yet none of this can accurately attest to that person's professional level of skill. This is an intangible that defies identification by testing.

Also, it is important to note that other professional certification programs are built on a foundation of standardized educational preparation. There is no such thing in the archives profession. In fact, most of us have gotten into the field through one of many academic "back doors" — history, library science, museum studies, education, records management — or from deep personal interest and dedication. As yet, there really is no "front door" into the archives profession. Real archival education is mostly gained "in the trenches," and coursework often comes after we're in the field, chosen according to our current and specific needs. But even this training is not yet readily available, and is far from standardized. And the generally accepted body of professional literature is concerned either with extremely general

NO

principles or extremely specialized applications. In short, current educational preparations for the profession cannot support a general, comprehensive testing of an individual's grasp of archival knowledge.

Lastly, we are concerned with the stratification within the profession that certification might cause. While this was surely not intended, we believe certification may have the effect of dividing the profession into the "haves" and the "have nots," giving some the privilege of credentials while others lack them. Some may be unable to achieve certification through no fault of their own, for a myriad of possible reasons ranging from finances to institutional policy, even though they may be extremely competent in their own setting. Moreover, employers may require certification (assuming that it identifies competence at any level) even for entry-level positions, effectively closing the profession to newcomers.

So if individual certification is not the answer, how might we work toward the establishment and maintenance of standards within the profession? Many avenues are available. One logical approach is the accreditation of archival training programs and courses, based on a profession-wide determination of relevant and necessary knowledge; this important first step could lay the groundwork for a future look at certification for archival specialties. Another is the accreditation of archival institutions, whereby an archives is compared with other institutions of similar size, scope and resources and is judged according to commensurate standards. The American Association of Museums has implemented just such a program with success, and has shown it to be an effective way to assure the practice of professional standards without ignoring the realities of diverse personal experience and particular institutional profile. The fact is, much of SAA's past work on institutional evaluation and educational guidelines could be put toward the establishment of these accreditation programs. Such movements toward professional standardization would, we believe, have the desired effect of motivating individual practitioners to raise their level of professionalism without stifling their specific talents or ambitions. Let resumes and references, still the most telling testaments of an individual's ability, continue to be the archivist's best credentials.

These arguments by no means exhaust the issues associated with the certification plan, but are the major sticking points as KCAA sees them. To SAA's credit, it made a good effort to elicit response on the plan all along. In 1985-86, SAA polled regionals across the country and asked them to raise the issue with their members. KCAA discussed it, and voted to send word to SAA opposing the plan, for many of the reasons outlined above. The results of SAA's more recent poll (see its May 1987 newsletter) of a cross-section of its membership, which certainly does not represent a majority of the profession in North America, makes it clear that even they were not overwhelmingly in support of the plan, and that many were opposed to certification in general. After

SAA's Council voted for certification, KCAA felt that its objections were still valid, and it formalized its protest with a resolution to SAA (9/87). Upon seeing that opposition to certification and support of alternative avenues among our membership was so strong, it occurred to us that others may not had or not taken the chance to fully consider the issue, despite SAA's encouragements. We therefore circulated our protest resolution to other regionals, the "grass roots" of the profession, hoping it would prompt them to take another look.

In the short time since our resolution was circulated, we have heard from several regionals that have agreed to rekindle discussion of the issue with their members and to consider similar resolutions; this, to us, is reason enough to believe that our action is not "too little, too late." The main thing is that we are all thinking about it. Our intention is simply to voice our opinion, and to encourage others to do the same, whether for or against. The issue is of too great a consequence to be met with passivity.

Paul J. Eisloeffel
Alan F. Perry
Co-Chairs, KCAA

YES

tremely expensive and who pays is a major problem. Furthermore, degree programs are the level of accreditation, not courses, and we have no graduate degree in archival studies in the United States at this time. Nevertheless, archivists who find either effort more appealing than certification should get involved in these issues. I'm sure the Task Force and the CEPD would welcome help.

Each of us has only limited time for professional activity. We also have to be selective about the issues we work on, because we can't do all we'd like. I urge that we use our scarce time wisely and productively. Rather than debate the merits of certification itself or seek to overturn the certification decision, our most productive course of action in 1988 is to work very hard for the elements we want in the certification program. We should volunteer our time and energy toward this end, or work positively toward other goals, of which there are so many.

Linda Henry
Archivist
National Archives and
Records Administration

Letters to the Editor

To the Editor:

I have read Ms. Jill Tatem's review of *MicroMARC:amc* with considerable interest. Because her review was written before the release of the MARC I/O module, I would like to briefly inform your readers about this module. The MARC I/O module is used to take the records created in *MicroMARC:amc* and put them into a USMARC:AMC Formatted file. These records can then be loaded onto other systems which will accept USMARC:AMC Format records, i.e., OCLC, RLIN, etc. They can also be entered into another *MicroMARC:amc* system, whether on the same machine, or another machine.

When records are transported from *MicroMARC:amc* the user has several other options available to them. They can determine whether to export all the records on their data base, or only a subset of the records. The user can delete the action and process screens from the records for export, and can enter a prefix on the record identification numbers.

Through the MARC I/O module the user can add USMARC:AMC Format records. This can be records from another *MicroMARC:amc* system, or any other USMARC:AMC Format records on the microcomputer. In the case of records from another *MicroMARC:amc*, if the process and action screens are included in the files, they will be so formatted in the *MicroMARC:amc* on which they are added.

When USMARC:AMC Format records are entered into a *MicroMARC:amc* system the user has three options available. One is to reject any new records which have the same identification number as records already on the existing data base and place those specific records in a separate file. The second option is to replace any records on the existing data base with records which have the same identification number. The third option is to generate new identification numbers for the records being entered into the data base. In

all cases the user has the option of adding a prefix to the records being entered into the data base.

The MARC I/O module not only provides the means to export and import USMARC:AMC Format records, but also a variety of functions and manipulations of the records in a *MicroMARC:amc* system. Tests have been conducted with both OCLC and RLIN which demonstrate the ability of *MicroMARC:amc* to generate USMARC:AMC Format records which can be entered on the respective bibliographic utilities described above. USMARC:AMC Format records from other systems can be loaded into a *MicroMARC:amc* system using the MARC I/O module.

One point which Ms. Tatem raises in her review is the fact that the tags have to be typed in by the user in the Description Screens, as opposed to the Process and Action Screens where abbreviations or words replace the MARC tags. The reason is that the user can enter as many or as few variable length MARC fields in the Description Screens as each record requires. Because the Process and Descriptive screens are each basically one MARC field, in that case it is possible to make the screen even more useful by putting in words or abbreviations which will always be in the same location on all Process and Action Screens.

Frederick L. Honhart, Director
University Archives and Historical Collections
Michigan State University

■ Mr. Honhart's letter is in response to an article run in the Spring 1987 issue of the *Ohio Archivist*. The editors encourage readers to comment on articles in the OA as well as on general issues of interest to the profession. Letters should be sent to:

Editor
The Ohio Archivist
Western Reserve Historical Society
10825 East Blvd.
Cleveland, OH 44106

COUNCIL HIGHLIGHTS

In its last two meetings SOA council considered and acted upon the following:

- (1) Named Kevin Grace Program Committee chair and Robert Bober Local Arrangements chair for the spring 1988 meeting. The meeting, to be held on April 14-15 at the Great Southern Hotel in Columbus, is detailed elsewhere in this issue.
- (2) Passed a resolution supporting the nomination of Don W. Wilson as Archivist of the United States and instructed President Kevin Proffitt, on behalf of SOA, to draft and send a letter to Senator John Glenn recommending Dr. Wilson's nomination.
- (3) Heard from Membership Committee chair Robert Bober on efforts to automate SOA's membership files and discussed plans for a new members drive in 1988.
- (4) Began preliminary discussions on increasing SOA involvement in statewide archival activities, including

possibilities for collaboration with OHRPAB, the Ohio Historical Society and other state heritage groups.

- (5) Discussed the editorial policy of the *Ohio Archivist* in preparation for the spring 1988 issue. Passed a motion to solicit articles, both pro and con, on archival certification for inclusion in the spring issue.
- (6) Named Kevin Grace SOA representative to the SAA Committee on Regional Archival Activity.
- (7) Agreed that SOA meet jointly with the Midwest Archives Conference during their fall meeting in Cincinnati, November 3-5, 1988.
- (8) Agreed to continue holding all spring meetings in Columbus; named Canton as the site of the 1989 fall meeting and Dayton as the site of the 1990 fall meeting; named John Miller Local Arrangements chair for the Canton meeting.

Desktop publishing and the archives

Remember the introduction of the electric typewriter? It was pretty strange stuff for the conservative key pounder. And then came the office PC, daunting enough in its technology to turn every dust-covered archivist's heart to stone. Well, hold on. Desktop publishing is here now, on first glance frightening to consider, but an automation tool which can prove to be of considerable help to the archives repository.

According to a recent article in *Technical Update* (University of Cincinnati Computing Center, Vol. 14, No. 4, January 4, 1988), desktop publishing has been "the microcomputing buzz phrase of the last two years...a miracle process." The UCCC piece explains the new technology in simple terms and provides the reader enough questions to ask if desktop publishing is the answer to office printing needs.

The article defines desktop publishing as "...personal publishing, the process of producing near-typeset quality documents or publications on a micro or personal computer connected to a laser printer, and equipped with a mouse pointing tool, page layout, and word processing software. This basic desktop publishing system configuration may

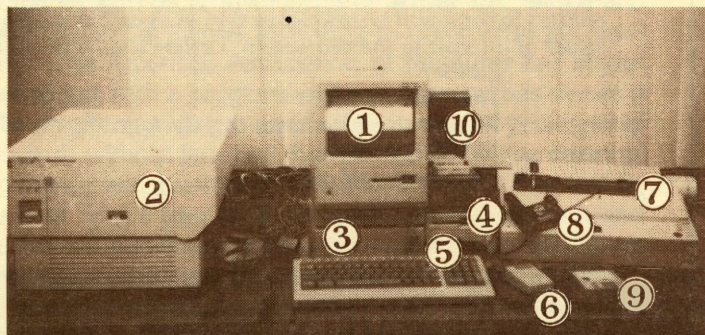
BIG Small type **type**

Elegant type styles

REVERSES

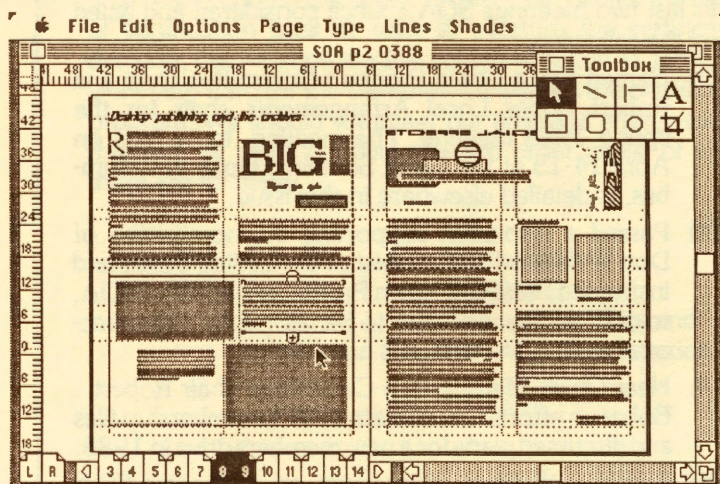
be further endowed by adding software, an image scanner, additional storage devices, a color monitor, a color laser printer or any other add-ons that seem to proliferate following the birth of a new technology."

No, it will not all fit on a desktop, and yes, it is expensive to start up. But the benefits of bringing archives into the technological mainstream and of in-house production of manuscript guides, publica-



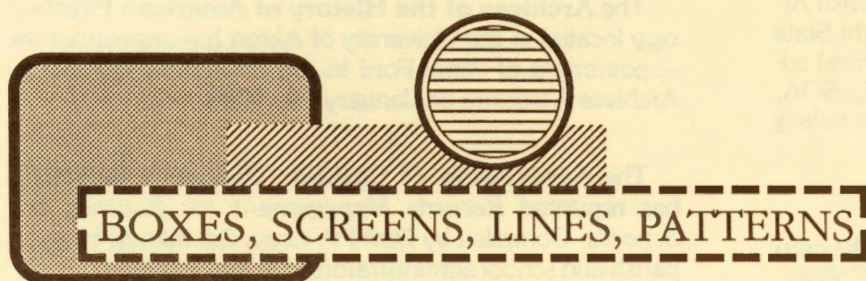
LEFT: A desktop publishing system that *does* fit on a desktop: 1) Macintosh Plus (or SE) computer, 2) 300 dot-per-inch laser printer, 3) hard drive, 4) external drive, 5) communications modem (under external drive), 6) mouse pointing tool, 7) dot matrix printer for proofing and image scanning, 8) compact image scanner (mounts on dot matrix printer), 9) floppy disk for data storage, 10) disk storage case. *The Ohio Archivist* was produced on this system.

RIGHT: Pages 8 and 9 of this issue as they looked onscreen while being composed in the page layout program. Working window views range from a two-page spread as shown to 200 percent magnification of a small portion of one page.

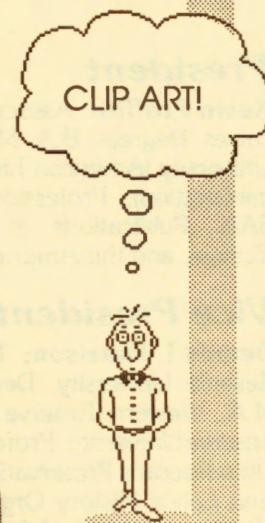
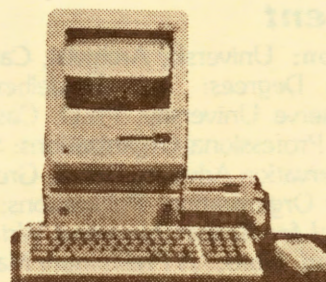


Macintosh is a trademark of the Apple Computer Corporation.

SPECIAL EFFECTS



*Scanned
images:*



tions, and reports are tremendous. Publishing is at the fingertips rather than the printing shop down the street and the archivist has more control—and creativity—in generating information about collections.

The UCCC article states further that "A desktop publishing system allows you to design, lay out, paste up, and print your document pages using integrated software installed on your PC. The microcomputer's monitor screen is your drafting table or work space; the programs, or software, are your toolbox. The creation of advertisements, brochures, logo designs, special page layouts and formats, and drawings and illustrations will be possible with graphics and page layout software."

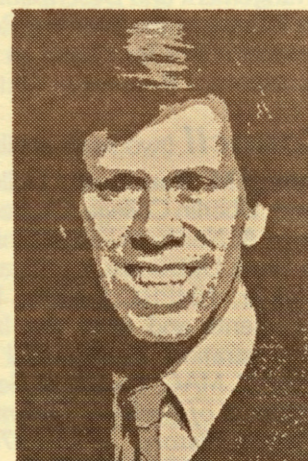
The word processing software will allow the archivist to create and edit original copy. Editorial changes are possible before the text is placed in the PC page layout document.

"The page layout software should allow you to place text and graphics on the same page; create multiple columns and varied margin widths; provide master elements, but allow deviation on individual pages; draw rules, boxes and circles; crop, enlarge and reduce graphics on the page; change type specification and specify custom type and leading; and designate automatic pagination." It all sounds rather challenging, doesn't it? Start up costs are expensive, in the \$4000-\$6000 range. But, you can save money by using cheap photocopy paper rather than the \$15/ream laser printer paper. The cheap paper also produces less dust, resulting in fewer image distortions.

The cost, though, may well be worth it in the long run. The UCCC article says that desktop publishing may be more cost efficient and certainly puts the printing controls into the hands of those who use it. "If your documentation needs are somewhat technical, or they include the creation of books,



Halftone



Posterization

magazines, posters, newsletters, etc., a desktop publishing system will meet your needs effectively."

Beyond the technology, the archivist/publisher will still need strong communication skills, a sense of design and aesthetics, and creative spirit.

Investigate desktop publishing. Talk to those who regularly use it and try it out yourself. It could prove a boon for the archives repository. Desktop publishing will definitely make the archival newsletters, guides, etc. look professional and slicker. And, when the bottom line is the distribution of information about collections in order to generate research use, desktop publishing could be the tool we all need.

(A full copy of the UCCC article along with a glossary of desktop publishing terms will be available in the registration packet for the Spring Meeting.)

Kevin Grace
University of Cincinnati

SOA announces candidates

President

Kevin Proffitt: Associate Archivist, American Jewish Archives. Degrees: B.A. Miami University, M.A. Wright State University (American history with emphasis in archival administration). Professional Organizations: MAC, SOA, SAA. Publications in *Ethnic Forum*, *Micrographics Review*, and the *American Archivist*.

Vice President

Dennis I. Harrison: University Archivist, Case Western Reserve University. Degrees: A.B. Heidelberg College, M.A. Western Reserve University, Ph.D. Case Western Reserve University. Professional Organizations: SAA, SOA, Ohio Records Preservation Advisory Board, Greater Cleveland Labor History Organization. Publications: *Working History: A Manual for Researching and Writing Labor History in Cleveland, Ohio*; "A Preliminary Manual to the Arrangement and Description of Manuscript Collections in the Library of the Western Reserve Historical Society; and regional editor for *Guide to Manuscript Collections and Institutional Records in Ohio*.

Council (two seats available)

Roland M. Baumann: College Archivist and Department Head, Oberlin College. Degrees: B.S. University of Wisconsin, M.A. Northern Illinois University, Ph.D. The Pennsylvania State University, certification from SAA Management Seminar, NHPRC Institute for the Editing of Historical Documents and from the Institute of Modern Archives Administration. Professional Organizations: SAA, SOA, MARAC, MAC, Society of Georgia Archivists. Publications: *A Manual of Archival Techniques*, *Dissertations of Pennsylvania History, 1886-1976: A Bibliography*, *George Stevenson (1718-1783) Conservative as Revolutionary*, and numerous articles and book reviews in archival journals/quarterlies.

Barbara Floyd: University Archivist, University of Toledo. Degrees: B.A. University of Toledo, M.A. University of Toledo, current course work toward Master's in Public Administration, University of Toledo. Professional Organizations: SOA, MAC. Publications: Contributing author to *Local Government Records (Ohio) Handbook*, "University Archives Policies and Procedures Manual," and article (forthcoming) in *Northwest Ohio Quarterly*.

Ng. George L. Hing: University Archivist, Department of Special Collections, Kent State University. Degrees: A.B. (Education) The University of Michigan, M.A. (American Studies) Case Western Reserve University, M.S.L.S. (Archival Administration) CWRU. Professional Organizations: SOA, MAC (Membership Committee—Ohio).

Patrick B. Nolan: Head of Archives and Special Collections, Associate Professor of History, Wright State University. Degrees: B.A., M.A., and Ph.D. University of Minnesota. Professional Organizations: SAA, MAC, SOA, American Association for State & Local History, Organization of American Historians, National Council on Public History. Publications: Author or editor of three books and four collection guides and nine articles in professional journals.

NEWS NOTES

The **Archives of the History of American Psychology** located at the University of Akron has announced the appointment of Janet Ford to the position of Psychology Archives Associate on January 19, 1988.

The **Association of Catholic Diocesan Archivists** has reprinted *Records Management for Parishes and Schools*. Compiled by David P. Gray, the manual provides parish and school administrators with information on implementing a parish archives/records management program. Copies are \$3.25 each, \$2.75 for 50 or more. Price includes postage and handling. Direct orders to Sr. Catherine Louise La Coste, Diocese of San Diego, P.O. Box 80428, San Diego, California 92138.

Carolyn Bowers, a graduate of the University of Alaska—Anchorage, was awarded the 1987-88 Robert C. Binkley Assistantship at the **Case Western Reserve University Archives**. The award honors Professor Robert C. Binkley who was both an archivist and historian and who taught in Mather College of CWRU. This award, which includes a stipend, is made annually to an outstanding student in the Archival Administration program.

Martin Hauserman, archivist for **Cleveland City Council**, reports that the council records for 1836-1959 have been processed. These records are available for research with permission of the Clerk of Council.

"A Catalog of Paintings, Prints and Other Fine Art in the Clinic Buildings" has been published through the efforts of the Archives at the **Cleveland Clinic Foundation**. The Archives manages all institution-owned fine art to include programs for accessions, inventory control, display and conservation. Persons interested in obtaining a copy of the catalog may contact Ms. Carol Tomer, Archivist, or Fred Lautzenheiser, Associate Archivist, at the Cleveland Clinic, 9500 Euclid Avenue, Cleveland, Ohio 44195-5054.

The **Dayton and Montgomery County Public Library** has just published the third edition of *Montgomery County Public Library*. Compiled by Stanley Clerke Wyllie, the guide is available from the library for \$5.00 plus \$1.00 postage.

Elli Bambakidis is serving as a volunteer archivist for the **Dayton Art Institute** and is continuing work begun on that agency's records ten years ago. She has just completed an inventory to the records of Miss Kathryn Pinkney, former Director of Public Relations and Concerts for the Institute.

The **Mercer County Historical Society** is sponsoring a series of four lectures relating to the impact of the railroad

on the Mercer County area. Supported by grants from the Ohio Arts Council and the Ohio Humanities Council, the series is titled "Main Street Mercer County When the Railroad Came to Town." Lectures are scheduled for May 16 and September 19. The Society also announces the publication of *Coldwater Sesquicentennial, 1838-1988* which is available in hardcover for \$25.00 and softcover for \$20.00. For further information on the book and lecture series contact Joyce L. Alig, Director Mercer County Historical Museum, 130 East Market Street, Celina, Ohio 45822.

The **Midwest Archives Conference** will hold its spring meeting on May 5-7, 1988 in Chicago. For further information contact Stephen McShane, Calumet Regional Archives, IU-Northwest-Library, 3400 Broadway, Gary, Indiana 46408.

The 1988 annual meeting of the **National Association of Government Archives and Records Administrators (NAGARA)** will be held July 20-23 in Annapolis, Maryland. The general theme of the meeting is "management." Several workshops will be offered including one on managing local records. Other sessions will include electronic records appraisal, promoting records management to agencies, managing records creation, and building and moving an archival facility. For more information contact Stephen Cooper at the Maryland State Archives, 350 Rowe Blvd., Annapolis, Maryland 21401.

The **Ohio Genealogical Society's** 1988 convention will be held at King's Island on April 15-17. For further information and a convention brochure write to OGS Convention, 2277 Donnington Lane, Cincinnati, Ohio 45244.

The **Ohio State University Archives** has used the database manager "Progress" to develop a database for its accessions. As of February, 1988, all of the 1987 accessions were in the database (some 3,100 records which describe 900 cubic feet of accessions). All collections are retrievable at either the collection, box, folder, or item levels.

The Department of Archives and Special Collections at **Ohio University Libraries** has started an oral history project dealing with "the recent history of Ohio University."

The **Society of American Archivists** is presenting its workshop, "Understanding the Marc Format for Archival and Manuscript Control," two more times in 1988. The remaining 1988 workshop locations and times are: Old Sturbridge Village, MA on June 2-3; and Jackson, MS on June 20-21. The registration fee is \$200.00. For further information on the workshops and application procedures contact Lisa B. Weber at the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.

The **SAA** announces its 1988 awards competition which recognizes accomplishments of the 1987 calendar year.

Individuals and institutions are invited to nominate themselves or others for these awards. Winners will be selected by subcommittees of the Awards Committee, chaired by Thomas Wilsted. Awards will be presented at the 1988 annual meeting in Atlanta. The deadline for submitting nominations is June 1, 1988. Nominations should be sent to Thomas Wilsted, Salvation Army Archives, 145 W. 15th St., New York, New York 10011. The awards are: Distinguished Service Awards; Sister M. Claude Lane Award; Philip M. Hamer and Elizabeth Hamer Kegan Award; Oliver Wendell Holmes Award; Waldo Gifford Leland Prize; C. F. W. Coker Prize; and the Theodore Calvin Pease Award.

The **University Hospitals of Cleveland Archives** has moved to a new location, University Circle Research Center Building #1, 11000 Cedar Avenue, approximately one mile away from the main hospital complex. The new facility is equipped with temperature and humidity controls, and contains 4000 linear feet of shelf space. The UHC Archives' telephone number—(216) 844-1448—and mailing address—2074 Abington Road, Cleveland, Ohio 44106—remains the same.

Nola Skousen joined the staff of the **Ward M. Canaday Center** at the **University of Toledo** in November as Manuscripts Intern. She replaces Paul Gifford who assumed the position of University Archivist at the University of Michigan in Flint in September, 1987. The Canaday Center is planning two exhibits. "Picture UT" will present photographs by Bill Hartough, university photographer for the past 22 years and will run from April 11 through May 20. "A Century of Toledo Glass," running from June 1 through September 9, commemorates the 100th anniversary of the arrival of the glass industry in Toledo. Both exhibits are open Monday through Friday, 8 a.m. to 5 p.m., and are free.

Three new staff members have joined the library of the **Western Reserve Historical Society**. Lori Anne Neville has assumed the position of Project Cataloger for the library's manuscripts processing project. Daniel Ashyk is serving as the library's Labor Processing Specialist and Daniel Postotnik has been hired to process the Clifford W. Henderson National Air Race collection.

The Society has also published *A Guide to Major Manuscript Collections Accessioned and Processed by the Library of the Western Reserve Historical Society Since 1970*. Compiled by Library Director, Kermit J. Pike, the guide is available from the Society at a cost of \$5.00 plus \$1.85 for shipping and state sales tax.

John Brannick has been appointed to the position of Local Government Records Specialist for the Ohio Historical Society, based at the Archives and Special Collections, **Wright State University**. John received his M.A. in public history at Wright State and has previously worked for the Dayton Art Institute and Aviation Trail, Inc.

The Society of Ohio Archivists was founded in 1968 to promote on a statewide basis the exchange of information, improvement of professional competence, and coordination of activities of archives and manuscript repositories. Membership is open to all interested persons, particularly archivists, manuscript curators, librarians, records managers, and historians. The Society holds two meetings each year and publishes *The Ohio Archivist* biannually.

Individual memberships are \$7.50 per year (\$10.00 institutional; \$5.00 student). Persons interested in joining the SOA should mail a check or money order made payable to the Society of Ohio Archivists to Robert Bober, Secretary-Treasurer SOA, Nationwide Insurance Co., 1 Nationwide Plaza, Columbus, Ohio 43216.

THE OHIO ARCHIVIST is a semi-annual publication of the Society of Ohio Archivists. The editors encourage the submission of articles relating to all aspects of the archival profession as well as information concerning archival activities in the state of Ohio. Submission deadlines are January 15 for the Spring number and July 15 for the Autumn number. All materials should be directed to:

John J. Grabowski
Managing Editor
The Ohio Archivist
Western Reserve Historical Society
10825 East Boulevard
Cleveland, OH 44106

OFFICERS AND COUNCIL

Kevin Proffitt President
American Jewish Archives

Regina Kostyu Vice President
Bowling Green State University

Robert Bober Secretary-Treasurer
Nationwide Insurance Co.

Kevin Grace Council
University of Cincinnati

Dennis Harrison Council
Case Western Reserve University

John Miller Council
University Of Akron

Dorothy Smith Council
Wright State University

Western Reserve Historical Society
10825 East Boulevard
Cleveland, OH 44106